

Opening Date: April 30, 2015
Job Title: District Court Clerk I/II – Civil
PIN: 000649
Location: District 8, Baltimore County
 Towson, MD

Closing Date: May 14, 2015
Position Type: Regular Full-Time
FLSA Status: Non-Exempt
Grade/ Entry Salary: Level I J05 \$28,973 - \$34,289
 Level II J06 \$30,761 - \$36,447
Financial Disclosure: No

Essential Functions: This position is responsible for specialized clerical work at the beginner (Level I) and proficient (Level II) levels in the Civil Section of the District Court. The position requires that all essential duties assigned are performed both promptly and accurately. The District Court Clerk I/II receives moderate supervision after the initial training and orientation, has specific and measured assigned duties, and will be expected to learn all duties in the Civil section. Prepares garnishments and ensures all necessary documents are complete and accurate in accordance with established court procedures. Sends out paperwork for service of legal process via the Sheriff's Office, Constable's Office, private process or certified mail. Enters and files return of service documents. Processes judge rulings on Request for Judgment documents. Assists the public, attorneys and court personnel in person and by phone. Performs other essential functions as required.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
 Level II - experience above, plus one year of Court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of modern office practices, procedures systems and equipment required to support the assigned unit. Knowledge of alpha and numeric filing systems. Ability to learn and utilize basic legal terminology, standard legal forms and documents used in the Maryland District Courts. Ability to communicate effectively with the public, law enforcement, attorneys as well as court personnel and to provide information both in person, in writing and on the telephone. Ability to cross train in other areas. Ability to learn and apply specific court related software applications. Ability to exercise tact and understanding in stressful situations. Ability to follow instructions. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted). Materials must be received at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address. Bilingual applicants are encouraged to apply.

Maryland Judiciary
 Human Resources Department
 580 Taylor Ave., Bldg. A-1
 Annapolis, MD 21401
 Email: jobs@mdcourts.gov (Zip files and faxes are not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.